

# **CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION**

**Job Title: Police Officer Recruit**

**Date: 1995**

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## **Purpose of Job**

The purpose of this job is to attend required training and prepare for the job duties of a sworn Atlanta Police Officer. Duties include, but are not limited to: attending the Police Academy; preparing for tests; maintaining equipment; compiling reports; and assisting in building upkeep.

## **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

### **Productivity and Accountability:**

- Attends Police Academy training in accord with state law; participates in physical training, arrest procedures, firearms use and safety; and other tools required for performance of duties.
- Learns various aspects of departmental procedures within an assigned unit of the department; becomes familiar with officer assignments once joining the Police Department.
- Prepares for various testing as required; including written examinations, firearms qualifying, and driving skills.
- May research and locate records using computer system or manually.
- Performs the functions of a patrolman during field training.
- Maintains assigned equipment; including firearms, motor vehicles, first aid supplies, and any other equipment utilized in the performance of duties; follows safety procedures and ensures optimum operation.
- Compiles various crime related and statistical reports following specified guidelines; utilizing a variety of written and oral sources; reviews for complete and accurate information and distributes as appropriate.
- Organizes and prioritizes daily work assignments; works to meet the goals and objectives of the department.

**Communication:**

- Discusses reports and retrieval of information with attorneys, crime victims, witnesses, and immediate supervisor.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

**Marginal Job Functions**

- Assists in the upkeep of building facilities and grounds.
- Performs other related duties as required.

**Knowledge of Job**

Has general knowledge of local law enforcement and office practices, policies and procedures as necessary in the completion of daily responsibilities. Ability to follow policies, procedures, plans and activities and to perform to established goals. Ability to effectively communicate and interact with supervisors, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good human relations, and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations. Ability to read, understand and interpret reports and related materials.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED required; previous experience in a law enforcement environment preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be at least 21 years of age. Must possess a valid Georgia driver's license.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of job related machines and equipment. Must be able to use body members to work, move or carry related objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and signal to people to convey or exchange professional information.

**LANGUAGE ABILITY:** Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures related to police work and law enforcement. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision; to acquire and be able to expound on knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Require the ability to record and deliver information such as in public speaking situation, to explain procedures, to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret as may be appropriate.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to coordinate body members in utilizing job related/law enforcement equipment (i.e., motor vehicles, firearms, handcuffs, office equipment, etc.) and in the physical act of performing arrest mechanics.

**COLOR DISCRIMINATION:** Require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of office/law enforcement equipment items. control knobs, switches, etc. Must have the ability to use one hand of twisting motion or turning motion while coordinating other hand with different activities. Must have eye/hand/foot coordination.

**PHYSICAL COMMUNICATION:** Requires the ability to speak (talking- expressing or exchanging ideas by means of spoken words), hear (hearing-perceiving nature of sounds by ear), and signal (using body members).